

**BYLAWS**  
**EDUCATION COMMITTEE**  
**OF THE**  
**EMERGENCY MEDICAL SERVICES COUNCIL**

**ARTICLE I**  
**PURPOSE**

The Education Committee (Committee) assists the EMS Council (Council) in carrying out the duties described in Arizona Revised Statutes, Title 36, Chapter 21.1, Emergency Medical Services, by making recommendations for adoption by the Director, Arizona Department of Health Services.

**ARTICLE II**  
**COMMITTEE LIAISON**

The intent of this Article is to provide for the timely and appropriate exchange of information regarding emergency medical services between the Committee and the Council. To that end, the Bureau Chief, Bureau of Emergency Medical Services (BEMS), ADHS, or his/her designee is the Department's liaison to the Committee.

The Bureau Chief, BEMS, or his/her designee shall provide staff support and technical assistance to the Committee as needed. He/she shall make every reasonable effort to inform the Committee of pending actions and/or issues which may be within the scope of the consultative and advisory duties of the Committee. The Bureau Chief, BEMS, or his/her designee shall be responsible for ensuring the Council is informed of Committee recommendations and actions in a reasonable time frame.

**ARTICLE III**  
**MEMBERS**

**Section 1.** Committee Membership

Membership of the Committee will consist of no more than 11 members and will include a diverse representation of individuals from throughout the state. There will be committee members selected from each of the four EMS regions.

**Section 2.** Term of Membership

Membership of the Committee shall be reviewed annually by the Chair, Medical Director, and the Bureau Chief. Appointment to the committee will represent consideration for categories that reflect the nature of the work of the committee.

**Section 3.** Compensation

Committee members shall not be eligible to receive compensation.

**Section 4.** Voting

Each member of the Committee shall be entitled to one vote when present at a meeting of the Committee. No individual member shall cast more than one vote on the Committee. Voting by proxy and/or alternate voter shall not be authorized.

**Section 5.** Vacancies

Committee vacancies shall be filled through appointment by the Medical Director. The Committee Liaison or his/her designee shall be responsible for informing the Medical Director of vacancies.

**ARTICLE IV  
OFFICERS**

**Chair:** The Committee shall have a Chair who shall be a member of the EMS Council appointed by the Medical Director of Emergency Medical Services, and shall perform the duties delegated by the Council and those prescribed by these bylaws and by the parliamentary authority adopted by the Council and the Committee.

**Vice Chair:** The Vice Chair of the Education Committee will be selected by a majority of the members present and shall serve as the Education Committee Chair in the absence of the Chair. Upon resignation or completion of term, a new Vice Chair will be selected at the next regular meeting.

**ARTICLE V  
MEETINGS**

**Section 1.** Regular Meetings

The regular meetings of the Committee shall be held not less than quarterly, at a time and place designated by the Chair and the Bureau.

**Section 2.** Special Meetings

Special meetings and/or telephone meetings may be called by the Chair in agreement with the Committee Liaison, or by written request of five (5) members of the Committee and must comply with the Open Meeting Law.

**Section 3.** Notice of Meetings

Committee members shall be notified ten (10) days in advance of all Committee meetings. A yearly schedule of regular Committee meetings shall be made available to Committee members in January. Minutes of the previous meeting and an agenda for the upcoming meeting should be available to members ten (10) days in advance of the Committee meetings.

**Section 4.** Attendance

Regular attendance is expected of all Committee members. If a member fails to attend three (3) consecutive meetings, the Committee Liaison will notify the Medical Director, who will make a determination on the member's status.

**Section 5.** Quorum

A simple majority of the members of the Committee in person or by telephone shall constitute a quorum. Quorum will be determined by those actual members of the Committee and without consideration of vacant membership positions.

## **ARTICLE VI SUBCOMMITTEES**

### **Section 1.** Establishment of Subcommittees

Subcommittees may be established by the Committee Chair with the approval of the Committee membership. Unless otherwise provided by these bylaws, members of subcommittees and their Chairs shall be appointed by the Chair of the Committee with due concern for categorical and geographic representation appropriate to the specific duties of the particular subcommittee. The Chair of the Committee shall be an ex-officio member of all subcommittees.

### **Section 2.** Subcommittee Membership

Membership on subcommittees need not be limited to members of the Committee. However, the subcommittee Chair and at least one additional member of the subcommittee shall be members of the Committee. A member of the Committee may act as Chair if the regular subcommittee Chair is absent.

### **Section 3.** Ad Hoc Subcommittees

Ad Hoc subcommittees operate at the pleasure of the Committee and may be terminated by the Committee at any time. The Committee will develop general guidelines for ad hoc subcommittees operating procedures and will define the scope and action, as well as goals and objectives for each. Ad Hoc subcommittees will be responsible for reporting activities and action recommendations and receiving Committee assignments at each meeting of the Committee.

### **Section 4.** Special Subcommittees

Special subcommittees may be established by the Chair with approval of the Committee. Special subcommittees may be established when an effort is indicated to conduct specialized investigative and advisory activities.

## **ARTICLE VII PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Roberts' Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are inconsistent with these bylaws.

The Committee will appoint a member to act as Parliamentarian during meetings. It is the Parliamentarian's responsibility to ensure Committee meetings are conducted following Robert's Rules of Order.

## **ARTICLE VIII OPEN MEETING LAW**

The Arizona Open Meeting Law shall apply to meetings of the Committee.

## **ARTICLE IX MINUTES**

Minutes of each Committee meeting will be recorded and the Committee shall have the right of review and correction of minutes of all meetings before publication and distribution.

## **ARTICLE X MOTIONS**

All motions passed by this Committee will be forwarded to the Emergency Medical Services Council for review and/or action at their next regularly scheduled meeting.

## **ARTICLE XI AMENDMENTS**

These bylaws can be amended at any regular meeting of the Committee by a majority vote, provided that the amendment has been submitted to the members in written form ten (10) days in advance of the meeting. Bylaws will be reviewed, at a minimum, every three years.

Approved: 11/21/97  
Revised & Approved: 9/24/99  
Approved: 9/28/01  
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Revised & Approved: 10/25/02